National Register Nomination Check List/Virginia Dept. of Historic Resources

PROPERTY NAME _____   **LOCATION** _____
                                                     County or City

Consultant   _____   Telephone: _____/_____

                                                           Area Code   Number

Property Owner   _____   Telephone: _____/_____

                                                           Area Code   Number

Reviewer _____   Date _____

Enter a check to indicate form is completed for that item. Where information is not applicable, enter N/A.
WHITE OUT, TAPE OR OTHER *ADHESIVES* ARE *UNACCEPTABLE* ON ANY PART OF THE REGISTER DOCUMENTS**.**

___ 1. **Name of Property** (including historic name and DHR file number): Note that a "historic name" and "other names/site number" can be entered in this section. See *Bulletin 16-A*, page 8-9.

___ 2. **Location** (including county code, zip code): Notation "not for publication" should have "N/A" unless the resource has sensitive information that should be protected—these are usually archaeological sites. See *Bulletin 16-A,* page 10-11. ("Codes" are listed in Appendixes I & II in *Bulletin 16.*)

___ 3. **State/Federal Agency Certification:** Be sure that only one is checked where it says "nomination meets" or "does not meet," and choose at least one from "local" "statewide" or "national." See *Bulletin 16-A*, page 12.

___ 4. **This section should not be marked**. See *Bulletin 16-A,* page 13.

___ 5. **Classification:** Be sure that ownership and category are properly marked. Check to see that all **contributing** and **non-contributing** resources are accounted for and that they match the <u>description</u> in Section 7 and the site plan or district map. For districts, make sure your count matches the inventory that you create for Section 7. Enter "O" where no resource is counted. **The count is important – nominations are returned or delayed for incorrect totals.** See *Bulletin 16-A*, pages 14-17.

___ 6. **Function or Use:** See *Bulletin 16-A,* pages 18-23 to be sure these categories are correct.

    7. **Description:** See *Bulletin 16-A,* pages 24-34.

___ **Architectural Classification:** Check to see that the classification is correct. See *Bulletin 16-A,* pages 24-26.

___ **Materials:** Be sure all items are filled in that apply to your type of resource. See *Bulletin 16-A,* page 27.

___ **Narrative Description:** This section usually extends onto continuation sheets. See *Bulletin 16-A*, pages 28-34. Our Register review staff is available to advise you on this section.

Summary Description: This paragraph needs to capture the physical essence of your resource. Under a paragraph heading that you create called, "Summary Description," include all the basic information such as location, date of construction, size, general characteristics, type, style, method of construction, number of resources and significant features. Try to do it in one concise paragraph not exceeding 200 words.

Detailed Description: With a heading similar to, " Detailed Description," the next paragraph(s) in this section should describe the building from the ground up, starting with the general characteristics of the building or group of buildings and then moving on to the highpoint details. Do not describe every detail, space or artifact, just those that capture the essence of the resource. Individual nominations should also include a summary of secondary buildings and note whether they are contributing or non-contributing. It is helpful to the reader if sub-headings are used throughout the text. On the average, this section should be no longer than 3-5 pages (districts and unusual resources may require more description).

Inventory: Historic districts must have detailed inventories that itemize each property. This is best organized alphabetically by street then numerically by address. Each resource is briefly described with "**NC**" noted in bold for the non-contributing items (this helps the reviewer check counts quickly). The DHR file number for each resource within the district must be included in this section as well (#124-5897-0001, #124-5897-0002, etc.).

___ **Archaeology Nominations Data:** If Criterion D is checked then some data that confirms the integrity of the site is needed as part of section 7. This may consist of field study mapping, an inventory of artifacts, historic recordation of prominent features, or consistent and focused historical information which confirms the existence of the site and the lack of intrusions. **Archaeology nominations that do not include this staff approved data will not be assigned to a Board Meeting agenda.**

NOTE: Include contextual aspects of the resource or district; describe important land features, natural and designed settings, and streetscapes.

    Address the architectural evolution of the resource; buildings and sites change over time.

    Endnotes <u>not footnotes</u> after each section.

8. Statement of Significance: See *Bulletin 16-A*, pages 35-51.

___ **Applicable National Register Criteria:** Be sure at least one criterion is checked. See *Bulletin 16-A,* pages 36-37.

___ **Criteria Considerations:** Check the appropriate box if the property also falls under an exception criterion consideration. See *Bulletin 16-A,* pages 36-37.

___ **Areas of Significance:** Be sure this is complete using the information on *Bulletin 16-A*, pages 40-41. You will need to be sure that the narrative statement of this section discusses each area of significance that is checked. See *Bulletin 16,* pages 38-41.

___ **Period of Significance:** It is important to have a beginning and an ending date. Check to see that the dates selected are substantiated by the narrative statement of this section. It is possible for a period to be within one year (a short historical event for instance) **Unjustified dates are cause for returns and delays.** See *Bulletin 16-A,* page 42.

___ **Significant Dates:** Be sure that at least one date is entered. Any dates that are entered here should be justified in the narrative statement. **Unjustified dates are cause for returns and delays.** See *Bulletin 16-A,* page 43.

___ **Significant Person:** This is entered only if Criterion B is selected. See *Bulletin 16-A,* page 43.

___ **Cultural Affiliation:** Complete only if Criterion D is checked. See *Bulletin 16-A,* page 44.

___ **Architect/Builder:** If not known, enter "unknown" here. See *Bulletin 16-A,* page 45.

___ **Narrative Statement of Significance:** This section usually extends onto continuation sheets. See *Bulletin 16-A*, pages 45-51. Our Register review staff is available to advise you on this section.

Summary Statement: With a paragraph heading that you create called, "Statement of Significance," summarize the significance of the property, and address how the property meets the criteria selected above and justifies the period of significance and any significant dates that have been marked. It is very helpful to state the criteria or criterion selected, including the corresponding letter, and any criteria considerations that may also. Try to do it in one concise paragraph not exceeding 200 words. **All criteria that have been checked above must be justified or the nomination will be returned.**

Historical Background: The main body of this section should have the heading "Historical Background." Including sub-headings is also helpful to the reader and speeds the review. The narrative should provide details about the history of the property and the historic context. Depending on the criterion, your historical narrative should provide information about events and important people. This section should be no longer than 3-5 pages – except for unusual resources. **This is not an area for reporting a complete deed trace or detailed genealogy, rather your opportunity to make a solid argument in the Statement of Significance to justify historic recognition and a historical overview.**

NOTE: Endnotes not footnotes after each section.

___ **9. Major Bibliographical References:** Be sure all appropriate boxes are checked, including the SHPO (State Historic Preservation Office which is the VIRGINIA DEPARTMENT OF HISTORIC RESOURCES) as a location of additional data. The bibliography should be alphabetical by author in standard format as in the *Chicago Manual of Style*, 14th Edition. See *Bulletin 16-A,* page 52-53.

___**10. Geographic Data:** Verify the acreage and the UTMs that are entered. Only one UTM point is required if the property is less than 10 acres (multiple if larger). UTM instructions are in *Bulletin 16-A,* pages 54-58 and Appendix VIII. A UTM measuring template and United States Geographic Survey maps are available at survey supply stores.

___ **Verbal Boundary Description:** Use either a narrative boundary description or refer to an included map with a legal parcel number of a block and lot. A detailed sketch or base map is required for historic districts. You may note your photograph views on these larger detailed maps. If you are not using a tax parcel or detailed map, please consult with your Virginia Department of Historic Resources regional contact for assistance in setting appropriate legal boundaries. The boundaries are one of the most important parts of the nomination. **If you are using a sketch or base map for your boundary, the scale must be 1"= 200' or larger. Maps that do not meet this standard will cause the nomination to be rejected.** See *Bulletin 16-A,* page 55-58.

The boundary is very important, it will become an important definition of what actually comprises the historic area of the property. Remember that 20, 50, 100 years from now, planners, engineers, private entities will need to know the exact definition of the nominated area of your resource. Be specific and accurate.

___ **Boundary Justification:** Be sure the justification is brief and concise. The justification should be based on the property's historic boundaries. If you are nominating a large parcel make sure that you can justify such acreage, if the primary significance is architectural. See *Bulletin 16-A*, pages 55-57.

____**11. Form Prepared by:** Be sure all information is filled in, including a telephone number. See *Bulletin 16-A,* page 59.

____ **Additional Documentation:** All continuation sheets should be numbered consecutively; i.e. Section 7, page 1, Section 7, page 2, Section 7, page 3, Section 8, page 4, Section 8 & 9, page 5, etc. See *Bulletin 16-A,* page 60.

____ **Maps:** Use a clean full size United States Geological Quadrangle map for boundaries (no pen marks, tape or tears). If the resource is more than 10 acres, label multiple points on the U.S.G.S. Quad which frame the detailed boundaries with a simple polygon. The UTMs do not need to note every point, just the main outer points encompassing the polygon. The regional offices can answer any questions regarding how to mark the UTMs on your Quad map. For a property less than 10 acres, only 1 point is necessary, plotted on the principal resource. **Property name, location, Quad name, and UTM reference points must be written in pencil (no ink, no labels, and no whiteout) along the edge of the quad map with a line to the resource. Improper labeling will result in a delayed nomination**. For individual property nominations, a sketch map is helpful if there are more than two dependencies or secondary resources. Be sure the number of resources cited in the nomination correspond to the sketch map. See *Bulletin 16-A,* pages 61-63.

____ **Maps for Historic Districts (VERY IMPORTANT):** In addition to a full size USGS map, a detailed sketch or base map is required for historic districts. The boundary should be neatly delineated (i.e. lines do not go down the middle of a road if the road is not being nominated). The map should show building footprints and must note which resources are contributing and non-contributing, including secondary resources. If the map is used for Verbal Boundary Description (see above), then it must be 1"= 200' or larger.

NOTE: If you submit oversize maps (larger than 11" x 17"), then <u>two (2) clean copies</u> are required.

____ **Photographs: TWO (2) sets** of <u>black and white</u> photographs printed on <u>black and white paper</u> (not color paper) are required. Each photograph should be labeled with a soft pencil or a china marker (No Adhesive labels). Be sure to include a continuation sheet (after Section 10) in the nomination that provides all the information common to all photographs followed by a photograph list providing information pertinent to each photograph. The photographs themselves should then be labeled with a minimum of the property name, location, and the photograph number that corresponds to the photo list. The alternative is to write all the data on the back of each photograph, including name of property, county or city, state, name of photographer, date of photograph, location of negatives, negative number (obtained from the DHR archivist), description of view, and photograph number (i.e. 1 of 10, 2 of 10, etc.). See Bulletin *16-A,* pages 63-65.

NOTE: 8b or 9b pencils are the optimum labelers for photo paper (no pens).
For Individual property nominations: 4 – 8 photographic views, 3 ½" x 5" or 4" X 6" are sufficient.
For Historic Districts: 8-12 photographic views, 3 ½" x 5" or 4" X 6" are sufficient. Some unusual resources may require more photographs than allotted above.

____ **<u>One</u> publication-quality photograph**, either 5" x 7" or 8" x 10" must accompany the package (not required if all photos are 5" x 7" or 8" x 10").

____ **Negatives:** For each roll of film, negative strips containing 4 to 5 frames should be labeled with the negative number (a number provided by the DHR archivist for each roll of film) on each strip. Use an archival pen and indicate the negative number between sprocket holes at the top right of each strip. Place negative strips in archival negative holders and submit with package. Attach a sheet of paper to each negative holder listing frames and a brief description of each frame (e.g. front elevation, rear elevation, living room mantel, smokehouse, etc.). This list is separate from the final photograph list used with your nomination. Contact archivist for questions at 804-367-2323, ext. 125.

____ **Property Owner Label Requirement:** Be sure this section is completed. The **Owner of Record Form** must be accompanied by the required number of label sheets for all property owners and adjacent property owners with complete addresses. All owners of properties touching the nominated property line or across the street from the historic property must be included in the label lists of adjacent owners. If a river, highway or open expanse is on the edge of the nominated property, then owners on the other side are notified if they are within 300 feet (a football field's width).
The label requirements are as follows, regardless of total number of owners or adjacent owners:
SINGLE RESOURCES – **<u>Two (2) identical sets</u>** of labels for owners and consultants and **<u>one set</u>** of labels for all adjacent property owners MUST be submitted for proper notification.
HISTORIC DISTRICTS – **<u>Two (2) identical sets</u>** of labels for property owners and **<u>two (2) identical sets</u>** of labels for adjacent property owners MUST be submitted for proper notification.

NOTE: All labels must be typed, no handwritten labels will be accepted. Please separate the owner labels from the adjacent owner labels. Please check labels for partial addresses, especially with district lists.

Notification is a federal and state legal requirement. No nominations will go forward or be scheduled on board agendas if we feel the information provided to us does not meet the Code of Virginia. We want your register listing to be legal and defensible.

___   **Slides:** Ten (10) to fifteen (15) slides, interior and exterior, for individual properties and general views for historic districts are required for the final presentation to DHR's State Review Board and Historic Resources Board. Please label each slide with property name and location.

___   **Owner of Record Form:** A completed form MUST be included with your nomination submission.

NOTE: NRHP bulletins and resources are available online at http://www.cr.nps.gov/NR/listing.htm (National Park Service website) or from our regional offices.

___   **Computer Disk:** We now ask that you submit your nomination in hard copy form as well as in disk format (Word Perfect or MS Word) so we may download the nomination to our web site for reference and download it into our archives database. Please make sure the entire nomination is in **one document** and not in separate parts for each section, including the **inventory section** for historic districts. **The nomination will be returned if it is not presented in one document.**

Scheduling: Once you have a complete nomination draft, it should be submitted to the appropriate regional office for review. (See www.dhr.Virginia.gov for region offices and their coverage areas.) Nominations are not reviewed in the Richmond Office until regional staff has approved them for scheduling on the Board Meeting agenda. If you want your issue to be included on a specific agenda, please call your regional office for deadlines. The regional offices review as many as 20 to 30 nominations a quarter and you need to allow time for a careful review. Nominations that arrive just prior to final deadlines may not be given priority treatment. To ensure that the process meets all legal requirements, we must have adequate time for review and comment. **Nominations should be submitted to your Regional Reviewer 4 to 5 months before the targeted board meeting (meetings are held in March, June, September, and December.) A deadline schedule is posted on our web site at www.dhr.virginia.gov.**

CLGs: There are 29 localities that have the preferred Certified Local Government status in Virginia. In the register process these entities must have an opportunity to comment on the proposed nomination. Their comment is passed onto the department director and our review boards. These nominations require extra lead-time to allow localities to receive the nominations for their Architectural Review Board consideration. **The nomination must be finished and complete and approved by Virginia Department of Historic Resources staff before it is submitted for CLG review.**

Capital Region	Tidewater Region	Roanoke Region	Winchester Region
City of Charlottesville	Town of Smithfield	Town of Abingdon	City of Alexandria
Hanover County	City of Suffolk	Town of Blacksburg	Arlington County
City of Lynchburg	City of Williamsburg	Town of Pulaski	Clarke County
City of Petersburg		City of Roanoke	Town of Culpeper
City of Richmond			City of Fairfax
			Fairfax County
			City of Fredericksburg
			Town of Herndon
			Town of Leesburg
			Loudoun County
			City of Manassas
			Town of Middleburg
			Prince William County
			Spotsylvania County
			Stafford County
			Town of Warrenton
			City of Winchester

Applicant has completed the checklist _____ DHR Reviewer-confirmed completeness_____
                                                           Initial and date   Initial and date

(PLEASE MAKE A COPY OF THIS AND SUBMIT CHECKLIST WITH COMPLETE NOMINATION TO THE APPROPRIATE REGIONAL OFFICE)